

## INDIANA LIBRARY AND HISTORICAL BOARD

February 9, 2007

Indiana State Library

Board Room - 401

### I. CALL TO ORDER AND INTRODUCTIONS

The business meeting of the Indiana Library and Historical Board was called to order by Dr. Thomas Hamm at 9:35am. Board members present were, Mr. Jeff Krull, Mrs. Sally Otte, Mrs. Pat Steele and Mr. Robert Barcus. Also present were, Roberta Brooker, Interim Director of the Indiana State Library and Pamela J. Bennett, Director of the Indiana Historical Bureau.

Others present were:

Jim Corridan, Director/State Archivist ICPR & Interim Associate Director State Library

Deborah Barnhart, State Library

Ron Rose, State Library

Jake Speer, State Library

Michael Piper, Executive Director, INCOLSA

Beth Booth-Poor, INCOLSA EC President

Carol McKey, Morrison Reeves Public Library

Collette Mak, INCOLSA

Drew Griffis, State Library

Linda Kolb, ILF

Wendy Phillips, Carmel Clay Public Library

Kelly Currie, Delphi Public Library

Lewis Miller, Butler University

Autumn Gonzalez, State Library

Monique Howell, State Library

Katharine Bourne, State Library

Connie Rendfeld, State Library

Linda Magers, Fairmount Public Library

Roma Ivey, Gary Public Library

Karen Freeman-Wilson, Gary Public Library

Perry Gordon, Gary Public Library

Carol Graham, State library

2-1-07        The minutes of the December 8, 2006 meeting were presented for approval. Mr. Barcus  
Minutes       moved and Mrs. Steele seconded:

**THAT THE MINUTES OF THE OCTOBER 13, 2006 MEETING BE APPROVED AS PRESENTED.**

**Motion passed.**

### II. LIBRARY AND HISTORICAL BOARD BUSINESS

2-2-07        Ron Rose reported that there is continuing discussions with Public Works concerning the fire  
Library &       suppressant system problem. Ron stated that he would be providing them with more information  
Historical       about the meeting that he and Jim Corridan had with Public Works on February 2, and there are  
Building       some decisions that they asked the library to consider.

Mr. Rose reported that Homeland Security has received another Federal Grant to update security on the campus. They have been doing some things in our building such as installing miles and miles of cable, we're getting new cameras on the roof and probably new cameras inside of the building. He is not sure where they are going to put the cameras or if Homeland Security is going to tell the library where they are going to be put. That will be an ongoing project.

Mr. Rose has been working with Jim Corridan, Public Works and the architect who is designing the recording sound booths from the Ruth Lilly Grant for the Talking Book program. The booths should be up and operational by the first of April.

### **III. HISTORICAL BUREAU BUSINESS**

The Director's report is made a part of these minutes.

2-3-07  
Financial  
Report

Miss Bennett presented the financial reports for approval. Mrs. Otte moved and Mr. Barcus seconded:

**TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED.**  
**Motion passed.**

2-4-07  
Human  
Resources  
Report

Miss Bennett presented for approval the human resource report. As of December 29, 2006, Ruth Vaughn, financial officer, was laid off. Andrea Riddle, our Web manager, resigned effective January 26, 2007. Julie Byrd will begin February 12, 2007 as the new Web manager/History Education Specialist 4.

Alan Conant is still out on disability until at least the end of February. Mrs. Steele moved and Mr. Krull seconded:

**TO APPROVE THE HUMAN RESOURCE REPORT AS PRESENTED.**  
**Motion passed.**

2-5-07  
Marker  
Program

Miss Bennett presented for approval the "1907 Indiana Eugenics Law" marker site. It has been determined that the best site for this marker is the front (east) lawn of the State Library. IDOA will be meeting with the Bureau to determine the exact spot in the near future. Mr. Krull moved and Mrs. Steele seconded:

**TO APPROVE THE "1907 INDIANA EUGENICS LAW" MARKER SITE ON THE FRONT (EAST) LAWN OF THE STATE LIBRARY.**  
**Motion passed.**

### **III. INDIANA STATE LIBRARY BUSINESS**

2-6-07  
Personnel  
Report

Mr. Corridan presented the personnel report for approval. Mrs. Otte moved and Mrs. Steele seconded:

**TO APPROVE THE PERSONNEL REPORT AS PRESENTED.**  
**Motion passed.**

2-7-07  
Financial  
Report

Mrs. Barnhart presented the financial report for approval. Mrs. Steele moved and Mrs. Otte seconded:

**TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  
**Motion passed.**

2-8-07  
Director's  
Report Ms. Brooker discussed the IMLS award given to Frankfort Community Library. Ms. Brooker was invited to the White House in early January to participate in the ceremony when Frankfort Community Library received the award from Laura Bush and IMLS. The Frankfort Community Library is one of only three libraries in the nation to receive this award.

Ms. Brooker reported that the library has a signed contract with SirsiDynix. This will be a major change for all the staff and the library, there will be considerable training in the near future. Eventually it will be easier but it will take some time.

Ms. Brooker also stated that Drew Griffiths is working on the 2006 Indiana State Library Annual Report. It will list the major accomplishments of all the divisions.

Ms. Brooker reported that she is working with Jake Speer and the consultant on the report that is evaluating the past five years of the LSTA Grant program. It is due March 31.

2-9-07  
Certification Jake Speer presented for approval the names of those requesting certification. Mr. Krull moved and Mrs. Steele seconded:

**TO APPROVE THE NAMES PRESENTED REQUESTING CERTIFICATION.  
Motion passed.**

2-10-07  
Public  
Library  
Audit  
Exceptions  
Appeals Jake Speer presented the Indiana State Library recommendations for Public Library Audit Exceptions Appeals.

Kelly Currie, Director addressed the Board to formally appeal the revocation of the Delphi Public Library's Compliance with Library Standards. An accounting software update resulted in the error for the first exception and a miscalculation of tax receipts led to the second. The software has been corrected. The State Library recommends continued funding and any repeated audit exception results in State and Federal funding being ceased. Mrs. Otte moved and Mr. Barcus seconded:

**TO APPROVE THE STATE LIBRARY'S RECOMMENDATION TO CONTINUE  
FUNDING AND ANY REPEATED AUDIT EXCEPTION RESULTS IN STATE AND  
FEDERAL FUNDING BEING CEASED.  
Motion passed.**

Linda Magers, Director addressed the Board to appeal the revocation of the Fairmount Public Library's Compliance with Library Standards. Ms. Magers explained that the problem for the 2002 audit was that the form she was using was not the accepted state form. She purchased Form 3 after her exit conference. In the 2004 audit she was told to be consistent. She stated that she would be verifying the exact wording in the Accounting manual in order to make sure she is recording the correct transactions. The State Library recommends continued funding and any repeated audit exception results in State and Federal funding being ceased. Mrs. Steele moved and Mr. Krull seconded:

**TO APPROVE THE STATE LIBRARY'S RECOMMENDATION TO CONTINUE  
FUNDING AND ANY REPEATED AUDIT EXCEPTION RESULTS IN STATE AND  
FEDERAL FUNDING BEING CEASED.  
Motion passed.**

Roma Ivey, Interim Director addressed the Board to appeal the revocation of the Gary Public Library's Compliance with Library Standards. Ms. Ivey stated that an accounting firm has been hired and she provided an explanation for each problem. The State Library recommends

that funding be restored and any repeated audit exception results in State and Federal funding being ceased. Mrs. Steele moved and Mr. Barcus seconded:

**TO APPROVE THE STATE LIBRARY'S RECOMMENDATION THAT FUNDING BE RESTORED AND ANY REPEATED AUDIT EXCEPTION RESULTS IN STATE AND FEDERAL FUNDING BEING CEASED.**

Mr. Speer presented letters from Barton Rees Pogue Memorial Library, Farmland Public Library and Roachdale-Franklin Township Public Library explaining the audit exception and documentation that they have corrected the problems. The State Library recommends that funding be restored and any repeated violations result in ceased State and Federal funding. Mrs. Otte moved and Mr. Barcus seconded:

**TO APPROVE THE STATE LIBRARY RECOMMENDATION THAT FUNDING BE RESTORED AND ANY REPEATED VIOLATIONS RESULT IN CEASED STATE AND FEDERAL FUNDING FOR BARTON REES POGUE MEMORIAL LIBRARY, FARLAND PUBLIC LIBRARY AND ROACHDALE-FRANKLIN TOWNSHIP PUBLIC LIBRARY.**

**Motion passed.**

Clayton/Liberty Township Public Library refuse to make daily deposits due to the minimal amount of funds and the cost of traveling to the bank. The State Library recommends that Clayton/Liberty seek an exception or that State and Federal funding should cease. Mrs. Steele moved and Mr. Krull seconded the State Library's recommendation.

After discussion it was agreed that Clayton/Liberty Township Public Library receive an exception from the State Board of Accounts. If they do not resolve the situation concerning their deposits the State Library recommends that State and Federal funding should cease. Mrs. Otte moved and Mr. Barcus seconded:

**THAT CLAYTON/LIBERTY TOWNSHIP PUBLIC LIBRARY SHOULD RECEIVE AN EXCEPTION FROM THE STATE BOARD OF ACCOUNTS. IF THEY DO NOT RESOLVE THE SITUATION CONCERNING THEIR DEPOSITS STATE AND FEDERAL FUNDING SHOULD CEASE.**

**Motion passed.**

2-11-07  
Library  
Services  
Policies

Ms. Brooker presented three new policies for approval:

**1) Application of Indiana State Library Card:** PURPOSE: To standardize the method by which a patron may obtain a state library card. STATEMENT OF POLICY: Any citizen of the State of Indiana is eligible to obtain a State Library card. When a patron requests the issuance of a card they will be required to complete the information on the "Indiana State Library Card Registration Form", state form 44689(R3-00) and provide a picture ID. This ID may be a drivers license, a picture ID issued by the State of Indiana, an employee ID or any other picture ID of this type. Upon completion of the registration form and provision of the picture ID the patron will be issued a library card. Mrs. Steele moved and Mr. Barcus seconded:

**TO APPROVE THE APPLICATION OF THE INDIANA STATE LIBRARY CARD POLICY AS PRESENTED.**

Mrs. Otte suggested that an expiration date be added to the card. Mrs. Otte moved and Mrs. Steele seconded:

**TO APPROVE THE APPLICATION OF THE INDIANA STATE LIBRARY CARD POLICY WITH THE AMENDMENT THAT AN EXPIRATION DATE BE ADDED TO THE CARD.**

**Motion passed.**

**2) Patron Use of Collection Materials:** PURPOSE: to standardize the handling of collection materials and identify the materials which may be loaned to patrons. STATEMENT OF POLICY: In order to preserve and protect the priceless collection of the Indiana State Library, the staff of the State Library will not allow any tangible materials published prior to 1930 to leave the library. If the requested material published prior to 1930 is in reasonable condition, a patron may request use of the article and **will be** directed to the Manuscripts area of the Library to use such materials. Some materials from the Indiana collection, and most materials in the Reference and Government Services collection, published after 1930, may be loaned out to patrons. Some materials published after this date may not be in a condition that allows it to be taken from the Library *or used in house*. It is up to the discretion of the Librarian Supervisors, or their next in command, to make the decision to refuse a request for the loan *or use* of those materials. This policy requires review of the stated dates annually. Mr. Barcus moved and Mr. Krull seconded:

**TO APPROVE THE PATRON USE OF COLLECTION MATERIALS POLICY AS PRESENTED WITH TWO AMENDMENTS.**

**Motion passed.**

**3) Indiana State Library Service Fees and Fines Policy:** This policy was recommended by the OMB. PURPOSE: To standardize and identify the fees to be charged by all divisions of the State Library to patrons for various services and fees. STATEMENT OF POLICY: Authority is granted to the Indiana State Library under IC 4-23-7.1-33, 34 and 35 to collect certain fines and service fees which will be deposited into a dedicated fund titled the State Library Publications Fund. Mrs. Otte moved and Mr. Barcus seconded:

**TO APPROVE THE INDIANA STATE LIBRARY SERVICE FEES AND FINES POLICY AS PRESENTED.**

After discussion Mrs. Otte moved to amend the motion to *Staff will prepare the Request to Order Services upon receiving the request for copies and that request order will be sent to the patron and materials will be sent upon the receipt of the payment for the invoice.* Mrs. Otte also proposed *that the library staff develop a procedure for the collection of fines and for limiting the renewal of materials.* Mr. Barcus seconded:

**TO APPROVE THE INDIANA STATE LIBRARY SERVICE FEES AND FINES POLICY AS AMENDED.**

**Motion passed.**

2-12-07  
ISL/INCOLSA  
Agreement

Mr. Corridan presented the ISL/INCOLSA Agreement that was signed by Roberta Brooker, Interim State Librarian and Beth Booth Poor, President INCOLSA EC on February 5, 2007 and was adopted by the INCOLSA EC on February 5, 2007. Mr. Corridan stated that the Agreement was probably already binding, but he would like to have the Library Board approve it so that it shows the commitment of the Board to support the Agreement. The basic premise is that the library community in general will support the budget that has been proposed which transfers the INCOLSA line item slightly reduced to the State Library. The State Library will put most of these services that have been provided through the Statewide Library Services line item of INCOLSA out to bid. The State Library anticipates at this point that it will be providing Reference librarians in the State Library and some professional development will be coming from the State Library.

Most of the other services that INCOLSA has been offering, as it is defined exactly what that means, will be put out for bid. Mrs. Otte moved and Mr. Barcus seconded:

**TO ACCEPT THE APPLICATION OF THE ISL/INCOLSA LETTER OF AGREEMENT THAT WAS SIGNED BY ROBERTA BROOKER, INTERIM STATE LIBRARIAN AND BETH BOOTH POOR, PRESIDENT INCOLSA EC ON FEBRUARY 5, 2007 AND ADOPTED BY THE INCOLSA EC ON FEBRUARY 5, 2007.**

**Motion passed.**

2-13-07  
INSPIRE  
Advisory  
Committee

Mr. Corridan presented for approval the transfer of the INSPIRE Advisory Committee to the Indiana State Library as a result of the agreement adopted February 5, 2007, by INCOLSA and the Indiana State Library. The Indiana Library and Historical Board seeks, and will accept as soon as feasible, but no later than April 1, 2007, the transfer of the INSPIRE Advisory Committee. The Committee's composition and responsibilities will remain the same. The Advisory Committee will continue to maintain a relationship with the INSPIRE service provider to assure meaningful input and access. The Committee has been and is expected to continue to work within the framework of the INSPIRE Strategic Plan. Mrs. Steele moved and Mr. Barcus seconded:

**TO APPROVE THE TRANSFER OF THE INSPIRE ADVISORY COMMITTEE TO THE INDIANA STATE LIBRARY AS A RESULT OF THE AGREEMENT ADOPTED FEBRUARY 5, 2007, BY INCOLSA AND THE INDIANA STATE LIBRARY. THE INDIANA LIBRARY AND HISTORICAL BOARD SEEKS, AND WILL ACCEPT AS SOON AS FEASIBLE, BUT NO LATER THAN APRIL 1, 2007 THE TRANSFER OF THE INSPIRE ADVISORY COMMITTEE.**

**Motion passed.**

The meeting adjourned at 11:35am.